
Standard Operating Procedures (SOPs)



INSTITUTIONAL REPOSITORY (IR)

Central Library, Rajiv Gandhi University
Rono Hills, Doimukh, Itanagar, Arunachal Pradesh
791112

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Central Library
Rajiv Gandhi University
Rono Hills, Doimukh-791112

Standard Operating Procedures (SOPs) of Rajiv Gandhi University IR (Institutional Repository)

1. What is IR (Institutional Repository)?

A University-based institutional repository (IR) is a set of services that a University Library offers to the members of its community for the management and dissemination of digital materials created by the University or institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials including long-term preservation, access and dissemination of e-resources of an organization to its users.

2. What Does IR contain?

IR of the institution contains a wide variety of documents depending on the policy of the institution. Most common are the outputs of research journal articles (pre-print and post- print), conference papers, technical reports, computer programs, preservations, technical manuals, Video and audio recordings, e-Books, Seminar and Webinar lectures, Theses and Dissertations and Rare books etc. Grey literature is as important as published outputs in the IR. Institutional Repository (IR) also contains other items such as convocation addresses, student handbooks, as well as teaching materials quotes sources which suggest that a repository should be integrated with the University's course management system and display e-learning features. In practice, however, Rajiv Gandhi University institution repository (IR) will provide a basic repository of such resources available through online which focus on research and academic publications.

3. Who will be entitled to access Rajiv Gandhi University IR?

Mainly the bonafied members i.e. faculty members, research scholars, students and other staff members having institutional e-mail IDs (i.e. @rgu.ac.in) are authorised members to access the IR of Rajiv Gandhi University.

4. How will you access the IR?

The registered members through their institutional e-mail address can log-in to IR link <http://rquir.inflibnet.ac.in> and browse the RGU IR and can download digital materials in pdf format purely for their academic purpose subject to provision of giving general information of the member provided in the Rajiv Gandhi University IR portal.

5. Validity Period of Accessibility of IR

Teachers, researchers and students are authorized to access RGU IR as long as they are in the University. The moment the tenure in the University or the course is completed and the no dues certificates are issued from the University Library authority, the validity of access to RGU IR will be withdrawn.

6. Copyright Violation on IR Use

Rajiv Gandhi University IR digital materials are mainly grey literature. Any downloaded digital materials from the IR comes under the purview of copyright. The downloaded permissible materials can not be reprinted and sold in the market for commercial purpose further. If any member found violating such copyright act shall be treated as per the provisions of copyright act-1957. The created user-id and password are person specific and can not be transferred to any other person and subject to the violation of SOPs of Rajiv Gandhi University IR.